

Newborn Home Health Care Notification (If no permanent ID)

In Guiding Care Prior Authorization Portal create an OutPatient- Home Health auth in the portal using the mother's name.

In Add Note box write "NICU notification and insert baby name, gestational age, birth weight, and date of birth".

Providers/Facilities must submit medical records with authorization requests.

Add Note ⓘ

Newborn OutPatient- Home Health notification, baby girl/baby boy last name; gestational age (38w2d); weight (2780g), and DOB (7/18/24)

Click Add Attachments. Upload all available clinical to the episode or state where clinical can be found ie. Aurora Dashboard or Epic.

 Add Attachments ⓘ

Select file, click Open.

Add Note ⓘ

Newborn OutPatient- Home Health notification, baby girl/baby boy last name; gestational age (38w2d); weight (2780g), and DOB (7/18/24)

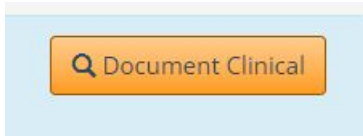
 Add Attachments ⓘ

Submit

[Cancel](#)

Once appropriate attachment is selected, click Submit.

Complete documentation by clicking the Document Clinical button, then follow the prompts. *This documentation must be completed in order to activate submit button.*



Select the appropriate guideline.

***Save button is disabled until one of the boxes is checked.**

Treatment or monitoring required for post-term infant [?](#)

Click Save.

Click Submit Request.

Treatment or monitoring required for post-term infant [?](#)

Please be sure to click on the Submit button. A message with the Auth ID will appear at the top of the screen when submit is clicked. (This should change the request status from “no decision yet” to “pending”). *If the submit button is not selected the episode is considered still in draft and CCHP will not have been notified of the request and will not process the authorization, as it is still in your facilities work queue in a “draft” status.*



Your request #0417WTZ53 has been pending.

[Click to print](#)

CCHP authorization specialists will then create a new auth request with the baby's temp ID. You will be sent a notification of the new auth id number via Guiding Care Prior Authorization Portal message system. The message will be in the original notification created using mother's information.

When looking to add additional clinical or verification of authorization please reference newly created baby auth request as original Newborn Home Health Care Notification episode will have been canceled.

Due to system constraints, CCHP will continue to use the temp ID for baby throughout the entire auth certification period. Baby will not be assigned a permanent ID until after the certification period has ended.

If a new auth needs to be created for recertification, search for the baby with the new permanent ID to submit the recertification request.